

Position Description

Position Title	Allied Health Assistant Grade 3
Department / Division	Speech Pathology / Ambulatory Services
Classification	Allied Health Assistant Grade 3 TC2
Position reports to	Manager Speech Pathology
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is *A world where all kids thrive*.

RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at www.rch.org.au

ROLE CONTEXT

This role is part of the acute Speech Pathology team at RCH who provide services to inpatient and outpatient paediatric populations with communication and swallowing disorders. There is one part-time AHA within the Acute Speech Pathology Team. The AHA assists the speech pathologist in their practise. This involves a large proportion of work that is not patient-facing (e.g., equipment maintenance, resource development, preparation for clinics/therapy sessions, calling families etc), as well as some patient facing work that is under the guidance of a speech pathologist and within the scope of AHA practice.

ROLE PURPOSE

The Speech Pathology Department at RCH provides services to both inpatient and outpatient populations in the areas of eating, drinking and swallowing, speech, language, voice, cleft and tracheostomy.

The Allied Health Assistant assists speech pathologists to provide optimal care to children with communication and swallowing difficulties in both inpatient and outpatient settings. A large proportion of this work involves maintaining therapy equipment and spaces, setting up for clinics, and resource development for patients and the team. The AHA may also assist in delivering therapy programs under the guidance of a Speech Pathologist.

KEY ACCOUNTABILITIES

Provision of Care

- Maintain the Beverage Bay in Specialist Clinic for use by Speech Pathologists including ordering, collecting, maintaining, and auditing food/fluids products and equipment (e.g., specialist bottles and teats).
- Assist in preparation for clinics and appointments (e.g., preparing food/fluids for videofluoroscopy swallowing studies, developing resources, scoring screening assessments, gathering additional information)
- Assist in maintaining equipment and developing resources for patients and the speech pathology team (e.g., developing communication boards, programming assistive technology devices, iPad maintenance).
- Maintaining assessment and therapy test cupboards (tests, assessment forms,
- Provide clinical care prescribed by a Speech Pathologist to children and adolescents in inpatient and outpatient settings in conjunction with the therapists, patient and family
- Collect, record and access information in timely manner and ensure that it is relevant to the patient/client's workplace needs
- Put the patient/family at ease by clearly explaining upfront the healthcare activity/activities to be undertaken
- Ensure consent has been obtained and documented by the responsible practitioner
- Work within the scope of authority given by the patient/family with performing healthcare activities
- Constructively assist others to plan and prepare for clinical care
- Monitor the patient's response to treatment/intervention
- Provide feedback to treating health care professional any changes to the patient's status that could impact on future therapy/goals
- Seek guidance and assistance when required
- Participate in safety and quality programs that seek to reduce the causes of harm in healthcare
- Document information according to RCH guidelines

Collaborative Practice

- Negotiate appropriate boundaries with the patient/family and ways of working together
- Treat patients/families as partners in their own care
- Work in partnership with other health professionals towards common goals
- Understand own role and the roles of others in the provision and coordination of care
- Effectively communicate with patients, their families and other team members
- Organise own workload and set priorities

Health Values

- Help promote an open, friendly and supportive professional environment
- Respect others' ideas and efforts
- Respond positively to individual and cultural differences by valuing others equally
- Recognise areas for improvement and suggest new ways of working to improve team functioning and effectiveness

Professional, ethical and legal approach

- Identify, document and address any potential ethical issues if and as they arise.
- Prioritise workload appropriately
- Recognise accountability to the supervising/delegating practitioner who has responsibility for overall provision of care and work within the guidelines of supervision/delegation
- Understand the scope of the allied health assistant role.

Lifelong learning

- Participate in lifelong learning, participate in professional development and performance development
- Critically evaluate own performance and encourage feedback on own performance

- Participate in any other projects or duties as allocated by the Speech Pathology Manager

QUALIFICATIONS AND EXPERIENCE

Essential:

- Certificate IV in Allied Health Assistance or equivalent
- Experience in working directly with patients as an Allied Health Assistant
- Previous experience in a hospital setting
- Proficient computer skills

Desirable:

- Demonstrated experience in Speech Pathology interventions as an allied health assistant.
- Experience working with paediatric populations as an allied health assistant
- Experience working in a multidisciplinary team

KEY SELECTION CRITERIA

- Demonstrated skills to implement and facilitate therapy programs designed by a Speech Pathologist
- Demonstrated skills in assisting professionals in the safe use of equipment and maintaining equipment
- Maintain records of work undertaken with patients
- Evidence of well-developed interpersonal skills and communication strategies, interaction and self-reflection skills to enable effective work with people of different personalities and backgrounds and to maintain excellent intra and interdisciplinary team dynamic.
- Highly motivated, with demonstrated enthusiasm and initiative.
- Demonstrated ability to work with competing demands and to appropriately prioritise
- Demonstrated solution-based approach to overcoming challenges.
- Computer literacy

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in.

QUALITY, SAFETY AND IMPROVEMENT

RCH Employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures

- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, all members of the LGBTQI community and people with disability.

Position description last updated

April 2025